

REPORT NO. 11-30
DATE: 11/28/2011
ANALYST: Mike Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director, Administration Public Works

CURRENT TITLE: Director Management Support

INCUMBENT: ` Vacant

REASON FOR REQUEST: To verify the proper classification of newly proposed appointed position

DATE QUESTIONNAIRE SUBMITTED: 11/18/2011

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Brenda Shepherd, HR Generalist
Steve Kotke, Director Public Works

RECOMMENDATION: Establish the position as Director, Administration Public Works, (Appointed) at Grade 13 with 598 Points

The management of the Public Works Department has requested a review of a new set of proposed duties for a position which will perform a new recombination of duties previously assigned to the Director Management Support and the Director Administrative Services and Personnel.

The Specific Duties of the position will be as follows:

- Oversee and provide direction to Public Works Department support services, including financial management and reporting; budget development; human resources issues; information systems; technology planning; business planning; management services and analysis; and other operating activities.
- Work in collaboration with the Public Works Director on the preparation of the annual budget, and participate in budget negotiation and presentation.

- Monitor departmental budget expenditures and recommend reallocation of budget appropriations and expenditures.
- Develop, implement, and maintain long-range fiscal plans for the department.
- Initiate and direct cost studies, and advise an ongoing evaluation of departmental operations and procedures.
- Develop, recommend, and implement new and revised policies, practices and procedures to affect operational efficiency and effectiveness.
- Ensure compliance with departmental financial guidelines to achieve improved services and a reduction in overall administrative costs.
- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign, and evaluate the performance of personnel.
- Monitor and regularly report progress towards achievement of departmental goals to the Public Works Director
- Maintain effective relations with other City Departments and non-city organizations, civic groups and the public; interpret the objectives and progress of the department; and communicate with the media and elected officials.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position will require a Bachelor's Degree in Public Administration, Business Administration, Finance, a closely related field or an equivalent combination of training and experience. It will require 7 years of progressively responsible experience in managing management analysis, management services, administrative support, and budget and financial issues, and project and programs in an organization similar to the Public Works Department. The position will require broad functional technical knowledge of budgeting, financial analysis, management analysis and planning, and human resources practices. It will require knowledge of the legislative process related funding practices of Local, State, and the Federal Government. The requirement here is for broad knowledge of management and business analysis and operations. A rating **65 points** is appropriate and will be assigned.

Other competencies required in the position include:

- Planning skills and the ability to scope out the length and difficulty of tasks and projects, and develop appropriate schedules and tasks/people assignments
- Problem solving skills and the ability to define problems using logic and a variety of methods and sources to find answers.
- Decision making skills, and the ability to use analysis, experience, and judgment and to seek out others for advice when appropriate.
- Oral and written presentation skills and the ability to be effective in a variety of settings, both inside and outside of the organization.
- Organizational skills, and the ability to marshal resources to get things done, and be creative and use resources effectively in facilitating tasks, projects, and programs.
- Interpersonal skills, and ability to build constructive and effective relationships and work effectively in group settings.

DECISIONS AND ACTIONS

The position will independently coordinate department-wide initiatives and organizational participation in City-wide initiatives. It will have management authority in conjunction with the Director and Deputy Director, over coordination of budget and finance operations for the Public Works Department. It will supervise and have approval authority over all operational standards for the Public Works Administrative Division. The quality of these decisions is important as they directly impact the administrative operations of the Public Works Department and budget and financial matters, which ultimately impact the operations of the Department. The position will supervise data collection and analysis and the preparation of information presented at Results Minneapolis and at similar events involving decision makers and elected officials.

The position will represent the Department on City-wide enterprises such as time and labor, finance/budgeting, BIS/technology efforts, and other issues as necessary.

A rating of **65 points** will be assigned. Jobs at this level serve in a supervisory level staff or analytical capacity. The majority of these jobs are appointed. Many of these jobs are in leadership of divisional or larger work areas where assigned. These jobs require the exercise of independent action. Decisions tend to have great impact on the organization; errors can have a major influence on the City operations, revenues, or expense.

SUPERVISORY RESPONSIBILITY

The positions will directly supervise four positions: the Manager, Public Works Finance; the Manager, Administration and Personnel (Public Works); the Management Analyst II; and the Public Works Interagency Coordinator. It will have management authority over an additional eight positions. The proper rating for this level of supervision according to the factor rating guide is **15 points**.

RELATIONSHIP RESPONSIBILITY

The position will report directly to the Director of Public Works/City Engineer, and will have daily contact regarding on-going concerns with that position. As the Supervisor for four manager level positions it will have frequent communications about the matters those positions are involved in with, and will be a problem solver and decision maker to those positions. There will also be daily contact with other Division Directors and their staff in the Public Works Department to provide coordination and assistance on financial, budget, human resources, operational, and organizational change, workforce development, special projects, and related issues.

Outside of the Public Works Department, contacts will include Elected Officials regarding the budget and related issues; the City Coordinator regarding such matters as the Results Minneapolis Program; other Department Heads regarding City-wide projects; the City Attorney's Office regarding legal issues; managers in both the Finance and Human Resources Department; regarding personnel and financial matters. The position will have bi-weekly meetings with the Finance Officer regarding Public Works financial matters and activities. There will be

occasional interaction with the employee union representation regarding personnel and labor contract issues.

Outside the City the position will be in contact with representatives of other organizations regarding inter-agency coordination as needed. It will also work with contractors and consultants as required on various assigned projects.

A rating of **75 Points** is appropriate and will be assigned. Jobs at this level are required to deal with sensitive and important matters on a frequent basis. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work and contract issues, policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss city policies.

WORKING CONDITIONS

The position will work in a normal office setting with exposure to a personal computer and related office equipment and will frequently attend meetings. A rating of **20 points** is appropriate and will be assigned.

EFFORT

This position is responsible for coordinating multi-faceted Public Works budget and financial information from a variety of sources in a timely manner in order for City and Department leadership to make decisions. This position will be responsible for planning, coordinating, implementing and providing feedback on City-wide, Department-wide and Division initiatives, projects, plans and services. The Public Works Department is one of the largest and complex multifaceted Departments and this adds to the effort required. The position will be responsible for providing timely and accurate information and recommendations to the Public Works Director, Public Works Deputy Director, Public Works Division Directors, and other internal and external parties as required. It will facilitate and coordinate administrative activities and provide financial oversight and coordination for a department of approximately 1000 employees, with the largest multi - million dollar budget of any City Department. There will be continuous pressure for reports, recommendations, and time demands for numerous meetings, e-mails, phone contacts, and a need to pay close attention to detail in dealing with a broad range of responsibilities.

A rating of **70 points** will be assigned. Jobs at this level primarily require mental effort. In these positions there is a high level accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are executive level decision making positions and there are competing priorities which require mental effort in developing alternative recommendations or plans for budgets, personal actions, department initiatives, solutions for identified problems, and so on. There are numerous pressures to meet deadlines on projects, reports, budget preparation, plan development, handling inquiries, etc. The physical effort in these positions corresponds to that required in most executive positions working in an office environment.

CONCLUSION:

**CITY ORDINANCE 20.1010
CRITERIA FOR APPOINTED POSITIONS**

According to the Director Public Works, (the) Director Administration, Public Works meets the criteria for appointed positions -

- 1. The person occupying the position must report to the Head of the designated City Department or the designated City Department Head's Deputy.**

This position will report to the Director of Public Works

- 2. The person occupying the position must be a part of the designated Department Head's Management Team.**

This position will be a part of the management team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation or implementation of City or department policy.**

This position will have significant discretion and substantial involvement in all of the above.

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

This position does not primarily require technical expertise.

- 5. There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the Mayor, City Council and the Department Head.**

This position will need to be accountable, loyal to and compatible with the above.

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Manager Administration and Personnel (Public Works)	60	60	10	55	20	60	513	11
Manager Public Works Finance	60	60	5	60	20	60	525	11
Director Administrative Services and Personnel	65	65	10	75	20	70	593	13
Director Management Support	65	65	60	65	20	60	618	13
PROPOSED CLASSIFICATION								
Director Administration Public Works	65	65	15	75	20	70	598	13

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

DIRECTOR ADMINISTRATION PUBLIC WORKS

CODE: CXXXX

SUPERVISED BY: Director Public Works

SUPERVISES: Manager, Administration and Personnel (Public Works), Management Analyst II, Manager Public Works Finance, and Interagency Coordinator Public Works

NATURE OF WORK:

Responsible for all aspects of the Minneapolis Public Work's Administration Group, overseeing the organization's budget and finance, human resources and labor relations issues, information systems; technology planning; business planning; management services and analysis; and other operating activities

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Oversee and provide direction to Public Works Department support services, including financial management and reporting; budget development; human resources issues; information systems; technology planning; business planning; management services and analysis; and other operating activities.
- Work in collaboration with the Public Works Director on the preparation of the annual budget and participate in budget negotiation and presentation.
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- Participate in the development and implementation of goals and objectives; identify priorities and resource needs; and select, train, assign and evaluate the performance of personnel.
- Monitor and regularly report progress towards achievement of departmental goals to the Public Works Director
- Maintain effective relations with other City Departments and non-city organizations, civic groups and the public; interpret the objectives and progress of the department; and communicate with the media and elected officials.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration or Business Administration or equivalent

EXPERIENCE: Seven years of experience with strong emphasis on management of administration functions, and strong finance and budgeting experience required.

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS

- Demonstrated knowledge of leadership and management of public organizations
- Knowledge of City policies, procedures, ordinances, financial structures and coding systems.
- Extensive knowledge of budgetary accounting and finance.
- Knowledge of federal, state, and local laws relating to labor relations and finance principles and practices
- Working knowledge of computers.
- Excellent oral and written communication and presentation skills.
- Good technical and professional writing skills.
- Ability to work in a team environment, adapt to changing situations and conditions, and maintain confidentiality in work-related matters.
- Planning skills and the ability to scope out the length and difficulty of tasks and projects and develop appropriate schedules and tasks/people assignments
- Problem solving skills and the ability to define problems using logic and a variety of methods and sources to find answers.
- Decision making skills and the ability to use analysis, experience, and judgment and to seek out others for advice when appropriate.
- Organizational skills and the ability to marshal resources to get things done, and be creative and use resources effectively in facilitating tasks, projects, and programs.
- Interpersonal skills and ability to build constructive and effective relationships and work effectively in group settings.

WORKING CONDITIONS: Normal Office Environment

SERVICE:	Appointed Service
GRADE:	13 (598 Total Points) Exempt
CLASSIFIED:	December 2011
JOB SPEC:	December 2011

CITY OF MINNEAPOLIS